

Job Description  
*Missouri State Highway Patrol*

Class Title: Senior Chief CVO/Asst. Director, CVE

Title Code: V07726

Effective Date: 06/26/01

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Division Director

**Position Supervised:** Clerical Staff and Scale Maintenance Technicians

**FLSA Classification:** Exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is highly responsible administrative work in assisting with the direction of the Commercial Vehicle Enforcement Division. An employee in this class supervises the repair and testing of all weighing equipment used statewide by the division and those individuals that perform the maintenance and testing of the weighing equipment. The employee monitors the allocations of federal MCSAP funding spent by all troops and General Headquarters and manages the State of Missouri SAFETYNET system. The employee must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assumes the responsibilities of the division director in his/her absence.

Establishes, monitors, and manages the Commercial Enforcement Division's budget.

Assists the division director in establishing and administering the commercial vehicle enforcement program through functional supervision and coordination of field activities.

Assists in the development or revision of departmental policy relating to functions, services and procedures of the Commercial Vehicle Enforcement Division's state enforcement plan for MCSAP funding; purchases all MCSAP funded equipment and writes bid specifications when required.

Works closely with the Missouri Department of Transportation on plans and specifications for the reconstruction of existing weigh stations to include facility layouts, building and floor plans, scale specifications (both static and motion), inspection pits, and other CVE related needs.

Works with Information Systems Division personnel on the development of automated record keeping of weigh station and portable unit activities to consolidate existing reports and computer files (e.g., weigh station summaries, CVE dailies, electronic or computer generated inspection projects, etc.).

Provides instruction to CVE personnel on proper weigh techniques, SAFETYNET reporting, pen computer-generated inspections, commercial vehicle accident reporting elements, etc., when required.

Works with the Federal Highway Administration and Commercial Vehicle Safety Alliance as a member of the Information Committee to enhance the Federal commercial vehicle inspection and accident reporting system.

Assists the division director in the implementation and revision of the division budget and monitors the spending of the funds approved.

Assists the division director in investigating, researching, and answering the inquiries or complaints of citizens relating to commercial vehicle enforcement activities.

Supervises Scale Maintenance Technicians in the performance of routing maintenance and repair of the Highway Patrol's weighing equipment.

Keeps field personnel informed concerning laws, rules and regulations relating to commercial vehicles and assists in the development, publication and maintenance of the Commercial Vehicle Enforcement Operations Manual.

Participates in developing standards for quality of work of subordinate personnel.

Plans, coordinates and assists in the conduction of surveys, studies and analysis of all phases of the commercial vehicle enforcement program, including operational procedures, forms, equipment, communications, etc.

Serves as a committee member on the Missouri Intelligent Transportation System/Commercial Vehicle Operations Committee.

Performs other administrative duties as assigned.

Performs job related travel as needed.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of weighing equipment (both mechanical and electronic) and be capable of working with multiples.

Working knowledge of computer-based and microprocessing weighing equipment.

Knowledge of the Federal Highway Administration's MCSAP program, Size and Weight State Enforcement Plan, the Intelligent Transportation System, and the Commercial Vehicle Operations project.

Knowledge of state and federal audit and purchasing procedures.

Knowledge of the budget process and application of a variety of budgeting transactions.

Knowledge of all state and federal statutes, laws, rules, and regulations pertaining to all facets of Commercial Vehicle Enforcement.

Knowledge of the principles and techniques of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to make decisions in accordance with laws, policies, and regulations established by the Missouri State Highway Patrol.

Ability to work with hand and power tools, arc and gas welders, electronic test equipment, etc.

Ability to read schematics and blue prints related to weight scales.

Ability to operate a personal computer and create spreadsheets, graphs, word processing documents, etc.

Ability to effectively supervise the work of others.

Ability to communicate effectively and give presentations on behalf of the Patrol during planning meetings for specifications of equipment, etc.

Ability to work independently.

Ability to plan and delegate the work of others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job related travel as needed.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitutions will be permitted in case of deficiencies in either experience or education)

Graduation from an accredited high school or possess a GED.

Seven years of experience in Commercial Vehicle Enforcement or related field of which two years must be in a supervisory capacity.